Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____

Attention: _____

Date: October 8, 2025
Quotation #: PS 025-10-104
ABC: ₱76,000.00

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Procurement of Food and Beverages/Catering Service for the 2025 Management Review of the Office of the Solicitor General, inclusive of taxes, services, delivery, and other charges: **Delivery Address:** Convergys One Building 6796 Ayala Ave cor. Salcedo St. Legaspi Village, Makati City				
pax	**2025 Management Review** **Event Date: October 23, 2025; 9:00AM - 3:00PM** **Minimum Inclusion:** **AM SNACKS** Serving Time: On or before 9:00AM Serves in area specified by end-users Each set must contain the following: Silog Meals (Tocino and Tapa) Beverage (Free Flowing Coffee/Tea/Juice) **LUNCH** Serving Time: On or before 11:00AM Serves in area specified by end-users Each set must contain the following: At least one viand of fish At least one viand of beef At least one viand of chicken At least one viand of vegetable At least one variant of dessert (fruits or pastry) Rice Beverage **PM SNACKS** Serving Time: On or before 2:00PM Serves in area specified by end-users Each set must contain the following: Sandwich with side dish or Pasta with bread Beverage (Free Flowing Coffee/Tea/Juice) **Other Requirements:** *Free-Flowing Water and Coffee and/or Tea or Juice *Supplier should provide the plates, utensils, cutleries, glasses, and tissues, dining tables and chairs enough for the total pax. *Dishes must be served in an aesthetic buffet long table with skirting *Catering staffs to serve the meals through managed buffet with drinks during lunch, and to provide service water to the attendees when so requested or needed. *The caterer is requested to begin ingress at least 2 hours prior to the event and complete egress by the time the program ended on the day of the event ***80 sauce plates** for pica-pica per participant	80			

	Quality of Food Requirements: ***NO any meat blood-based ingredients.** *Food quality must be delicious, big serving, spill-free, freshly made and not spoiled. Meals are prepared in proper, hygienic, and safe place; and delivered at specified time. *The supplier should guarantee that in the event of spoilage or poor-quality meals, they will immediately replace and provide the same meals at no additional cost. **Manpower Requirements:** *At least five (5) properly dressed personnel/servers with name tags should be present during the event. *Supplier is required to provide list of employees and equipment to be brought into the venue. **Packaging Requirements for Left-overs:** *Suppliers should provide food containers for any excess food. *All left over should be properly coordinated to end-user and be given to the authorized representative in a proper take out container Note: Supplier should provide at least 2 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO. Supplier must provide option for modification, rescheduling and cancellation due to agency and national government announcement. **(Price Vat-Included)**				

Delivery Period: _____
Warranty: _____
Price Validity: _____

_____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ___ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation

a. [ ] Mayor's / Business Permit;
b. [ ] PhilGEPS Registration Number: _____ Membership: [ ] Platinum [ ] Red
c. [ ] Income / Business Tax Return (for Small Value Procurement);
d. [ ] Notarized Omnibus Sworn Statement is required (50K Above);
e. [ ] Tax Clearance Certificate;
f. [ ] Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

ROBERT ADRIAN B. BORJA / RHODORA T. CARDEL / MARIJOIE V. CASTILLO
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8836-3314
Telefax: 8813-1174
Please send your quotation to:
OSG-HA-QF-039 rfq.osgprocurement@yahoo.com
Rev.00 (05 July 2018)